

14 May 1964

MEMORANDUM FOR: Special Support Assistant to the DD/S

SUBJECT : Review of Agency Policy for Use and Reimbursement  
for Official Travel by Privately Owned Vehicle

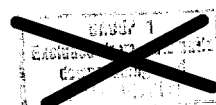
1. At your request, I have reviewed the background of the 27 February 1963 policy paper dealing with reimbursement for official travel by privately owned vehicles and have looked into the changes in the Foreign Service Regulations subsequent to this paper.

2. As I had indicated to you, the Agency policy paper called for the adoption of State Department policy on this subject. Since the Department subsequently changed their regulations, the question was raised as to whether or not the Agency policy should be changed accordingly.

3. Originally the Foreign Affairs Manual stated that when three or more authorized travelers traveled together by privately owned conveyance on a mileage basis, this travel would be considered in the best interests of the Government and mileage and per diem would be paid without limiting the total cost to that of the applicable common carrier. In May of 1963 this provision that three or more authorized travelers traveling together constituted the best interests of the Government was dropped from the Foreign Service Regulations.

4. According to Mr. Dubay this change was made solely for the purpose of making State Department authorizing officials less reliant on a rule-of-thumb and more dependent on sound judgment in determining when travel by private conveyance was in the best interests of the Government. He further states that, in practice, they are continuing to authorize the full reimbursement when three or more travelers are involved.

5. Since the Department's change in their regulations is basically technical in nature and has not resulted in any substantial changes in their practices, I would recommend that the Agency policy as stated



in the 27 February 1963 paper remain in force, but that you point out to the Support Chiefs by some appropriate means that this policy should not preclude the authorizing officers from reviewing each case on its merits and authorizing only such reimbursement as appears truly in the best interests of the Government given the circumstances of the individual case.

6. The background papers on this subject are attached herewith.

STATINTL



Assistant SSA-DD/S

Attachment  
Background Papers